### Management Development Supervisor I **Work History Form** 2010

Announcement #8529

Class Code: C0365

Completion of this Special Work History Form is part of the selection process for the Management Development Supervisor I position. This form must be completed and submitted in a timely manner for your name to be added to the promotional register for this classification.

This form is divided into two sections. They are:

I. Work experience, and

II. Training. Specific instructions for these sections are stated at the beginning of the actual sections. You are responsible for carefully following all instructions. I hereby certify that this form contains no willful misrepresentation or falsification; that information given by me is true and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the employment list, and I may be disqualified from applying in the future for positions in the Civil Service of the City of New Orleans. Signature\_\_\_\_\_ Date:\_\_\_\_\_ Name (please print): Social Security #: \_\_\_\_\_

IMPORTANT: Check to make certain that you have completed each item fully and accurately. Your examination grade will depend upon the information you have provided.

#### **INSTRUCTIONS:**

# SECTION I. WORK EXPERIENCE

In this section you are asked to describe your work experience. A Management Development Supervisor I may perform a wide variety of functions in City government.

It will be to your advantage to be as thorough as possible in your description.

#### NOTES:

- 1. If in reviewing your form it is found to be incomplete, it may be rejected or returned to you for more information.
- 2. In describing your experience, please list your most recent experience <u>first</u>. Describe the type of duties performed and approximate the percentage of time doing them.
- 3. Professional experience is experience obtained after receipt of a Bachelor's Degree.

  An exempt position is salaried.
- 4. To be considered an employee's supervisor, you must have done all of these:
  - assigned and reviewed the employee's work.
  - b. signed payroll time cards/ time sheets or approved requests for time off.
  - c. completed performance appraisal / service rating forms on the employee.
- 5. Forms are provided to describe three positions on the following pages. The first two are labeled "POSITION #1" and "POSITION #2." The final form is labeled "POSITION # \_\_\_\_\_". If you need to describe more than three positions, copy this final form (pages 7 & 8) and complete these.

Number the position described in the blank provided (when describing positions 3 or greater).

# PROFESSIONAL EXPERIENCE - POSITION #1:

Describe for us your responsible professional administrative experience. First, briefly list the area in which you worked. Then, answer all of the related questions (a - g) for each position held.

a.	Describe briefly the area of work. Include whether it is in finance, human resource management, or a related field.	irces,
_		
	Job Title: Organization/Department/Unit:	-1
	Address:	
b.	Dates:to month/year month/year	
c.	Name of Supervisor: Phone number:	es no)
d.	Duties (provide an approximate percentage of time spent doing the duties listed % of	): time

				<u>%</u>
				<del></del>
Did thi	s position require you to superv	ise employees	?`	YES
If YES	, list the name and title of these	employees:		
	**		TSAL.	
	Name:		Title	<b>:</b> :
	Name:	-	Title	:
	Name:		Title	<b>:</b>
	Name:		Title	<b>:</b>
	Name:		Title	:
	Name:		Title	:
	Name:		Title	:
	Name:		Title	:
	Name:		Title	·:
	Name:			

# PROFESSIONAL EXPERIENCE - POSITION #2:

Describe for us your responsible professional administrative experience. First, briefly list the area in which you worked. Then, answer all of the related questions (a - g) for each position held.

a.	Describe briefly the area of work. Include whether it is in finance, hur project management, or a related field.	man resources,
=		
	Job Title:	
	Organization/Department/Unit:	
	Address:	
b.	Dates: to month/year month/year	
c.	Name of Supervisor: Phone number:	
d.	(May we contact this personant Duties (provide an approximate percentage of time spent doing the dut	
		(
		-

			<u>%</u> _ —
			_ =
		Oren we store	_
			_ =
			-
Did this	s position require you to supervi	ise employees?YES	
	list the name and title of these	employees:	
If YES,		•	
If YES,			
If YES,	Name:	Title:	
If YES,			

# PROFESSIONAL EXPERIENCE - POSITION #\_\_\_\_:

Describe for us your responsible professional administrative experience. First, briefly list the area in which you worked. Then, answer all of the related questions (a - g) for each position held.

area i	in which you worked. Then, answer all of the related questions $(a - g)$ for each position
a.	Describe briefly the area of work. Include whether it is in finance, human resources, project management, or a related field.
	Job Title:
	Organization/Department/Unit:
	Address:
b.	Dates: to month/year month/year
c.	Name of Supervisor: Phone number:
d.	Duties (provide an approximate percentage of time spent doing the duties listed): <u>% of time</u>

	listed):	<u>% of ti</u>
_		
_		
_		
_		
_		
_		
	Did this position require you to supervise	e employees? YES No
	If YES, list the name and title of these en	nployees:
	NT	Title:
	Name:	Title.
	-	
		-
	Was this resition Eull time or Port time?	Full-time Part-time
	Was this position Full-time or Part-time?	Full-time Part-time
	Was this position Full-time or Part-time? If part-time, please provide the approxima	Full-time Part-time number of hours per week worked:
	Was this position Full-time or Part-time? If part-time, please provide the approximation was this position salaried or hourly?	ate number of hours per week worked:

# SECTION II. TRAINING

A. <u>D</u>	In describing your (post-high school) education background graduate degrees received from an accredited college or unit undergraduate degree(s) first. For each degree listed, be a) the type of degree (e.g., BA, BS, MBA, MPA, MS, MA) b) the year that you graduated c) your major field of study d) the name of the institution from which you graduated	versity. Begin with your
1.	a) type of degree:	
	b) year graduated:	
	c) major:	
	d) the name of the institution:	
2.	a) type of degree:	•
	b) year graduated :	
	c) major:	
	d) the name of the institution:	
3.	a) type of degree:	
	b) year graduated:	
	c) major:	
	d) the name of the institution:	